

Aviation Resource Management Information Sheet
For Aircrew Members
HQ ARPC/DPAAC

Welcome to the IMA Program. We maintain the Flight Record Folder (FRF) / Flight Evaluation Folder (FEF) on all IMA's in non-flying positions (except those disqualified more than 5 years) IAW AFI 11-401 and AFI 11-421. Maintenance of your records includes, but is not limited to:

- Flight Physicals – If you are receiving flight pay, you have a requirement to maintain an annual flight physical documented on an AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*. If we do not receive a copy of your 1042, your aviation service will be suspended/disqualified and flight pay terminated.
- Revalidation/Requalification of Aviation Service – Required if you have been out of aviation service (due to break in service or any aviation service suspension/disqualification) for more than 90 days and are applying for a rated (flying or non-flying) position. We will contact you upon receipt of your AF IMT 1288 from the Assignments Branch. If you are looking for a rated position and think this may apply to you, please feel free to contact us as it may expedite the process.
- Flight pay – If you have met your gates and maintain a flight physical, you may be entitled to Aviation Career Incentive Pay (ACIP) or Career Enlisted Flight Incentive Pay (CEFIP). We cannot publish a Military Pay Order authorizing flight pay without your FRF.
- Promotion Boards – Aeronautical Data (to include rating and flying hours) is only updateable through a computer interface. If we do not have your records, this interface cannot update your Officer Pre-Selection Brief.

Upon receipt of assignment orders out of the IMA program, records will be mailed to your gaining unit. Upon receipt of separation or retirement orders, records will be mailed back to you.

Please mail your FRF/FEF to the address below for in processing and system updates. We recommend that you send them in a manner to allow tracking for confirmation of delivery. In addition, please keep a copy of the below:

Product Name	Record	Location
Individual Data Summary	FRF	Right Hand Side
Flying History Report	FRF	Right Hand Side
AF Form 142, Aviation Service Audit Worksheet	FRF	Left Hand Side
AF Form 942, Record of Evaluation	FEF	Left Hand Side

Contact Information:

- Mailing Address: HQ ARPC/DPAAC
6760 E. Irvington Pl # 2600
Denver, CO 80280-2600
- Voice: 1-800-525-0102, ask for Aviation Resource Management
- Fax: DSN 926-8999, Commercial (303) 676-8999
- Email: arpc.dpaac@arpc.denver.af.mil